



Iowa Dept of Natural Resources Iowa Water Trails

Iowa Water Trails Grant Program

Grant Application

INTRODUCTION

The Iowa Legislature annually appropriates funds under the state Marine Fuel Tax fund under Iowa Code section 452A.79. The Iowa Department of Natural Resources (Iowa DNR) Conservation and Recreation Bureau will target a portion of these funds toward the water trails mini-granting program. The program targets an annual total of \$50,000 to implement a water trail program. These funds are available to local governments (city, county, school) and service organizations to create water trails on rivers, lakes, sloughs and other waterways in Iowa.

What is a water trail?

Water trails enhance recreational experiences for all non-motorized water recreation enthusiasts, including but certainly not limited to canoeists and kayakers. A water trail is defined as an on-water point-to-point travel system with multiple access points, and a recommended route connecting the points. On a river or stream, this may allow for downstream travel. On a lake, a water trail might hug a shoreline and include open-water crossings at strategic points. Lake/marsh trail systems connected by portages are another possibility, as are whitewater trails that link rapids into a more adventurous journey. Improving specific attractions, such as whitewater play spots, are eligible for grants under this program.

Generally, water trails should include the following features:

- Multiple launches spaced at reasonable distances, depending on the body of water
- Way-finding signage, including signs along nearby highways directing users to access points, locator signs on bridge sides visible from the waterway, warning signs for hazards, signs indicating distance to next access, and water trail signs at each access.
- Informational kiosks with maps that clarify and enrich the water experience for recreational users.
- Designated campsites or dispersed camping easily accessible from the waterway, either in remote locations or at parks.
- Depending on the character of the waterway, restroom facilities spaced reasonable distances apart may be an amenity, especially for urban areas or rivers expected to receive high traffic.

- Safety considerations, such as portages around hazards or obstacles, with removal or modification of dangerous unnatural features (i.e., low-head dams). In the case of rapids, applicants are encouraged to consider how to construct portages in such a way that allows some paddlers a way around the rapids, while granting access for whitewater “play.”

Important information

- Your local entity assumes maintenance of water trail facilities, although projects that leverage other funds score favorably.
- For funds to be dispersed, your local entity must enter into a project agreement with the Iowa DNR, which details requirements and commitments your organization will keep.
- Up to 90 percent of your award can be provided up front, if requested. The remainder is reimbursable by the Department of Natural Resources after expenditure is complete.
- Funds must be applied to intended use within three (3) years of award. If not, an extension must be filed including adequate justification, or funds must be repaid to the Iowa DNR.
- 18 months after you receive an award letter, your organization must file a Midterm report on project progress to date.
- You must file a final report to receive your final percentage of funds.
- Grantees should give Iowa businesses priority, when possible, in contracting labor or purchasing materials.
- Administering organizations are required to keep all project records for three years after the final report is completed. These records are to be available for audit by the state.
- Any deviation from the project outlined in your application must be confirmed in writing in advance by the Iowa DNR Water Trails coordinator.
- For large projects, applicants should consider funding constraints for this

program, and adjust requests to be supplemental.

Timeline

- Applications must be postmarked by the last business day of January each year.
- Grant designations will be announced during the final week of February each calendar year.
- The earliest possible disbursement date is July 1 of each calendar year.
- Applicants need to meet the requirements for construction permits from federal, state and local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits.

How will grant awards be determined?

Iowa’s waters are surrounded by a diverse mix of landscapes, habitats, and experiences. This program rewards projects that present what is unique about a given waterway. Examples might include natural places in urban areas, wilderness experiences, multi-day trip experiences, adventurous journeys on more challenging waterways, and so on. This grant program is intended to assist non-profit organizations and local units of government overcome barriers in creating water trails, including matching funds, design, construction, and maintenance projects. With the exception of whitewater play spots, these funds are not intended to address access and safety improvements at single locations, unless it can be shown that a single project can significantly enhance an existing or planned water trail.

Applications will be scored by Iowa DNR staff and two appointed representatives of the water recreation community. From the highest-scoring grant applications, this group will meet to select projects on the basis of available funding and positive impact anticipated for Iowa’s waterways.

Tools available

To assist with development of water trails, the Iowa DNR provides an online Water

Trails Development Toolkit. Rather than each local trail group struggling to re-create elements from scratch, templates are being created for signs and accesses at www.iowadnr.com/watertrails. There is substantial information here, including design guidelines for adhering to the Americans with Disabilities Act, when necessary.

Application instructions

Applications for the DNR Conservation and Recreation Bureau grants must be completed and postmarked by the last business day in January in order to be eligible for review. Please review the application checklist. Submit **six copies** of your application to:

**Water Trails Coordinator
Iowa DNR
Wallace State Office Building
502 E 9th St.
Des Moines, IA 50319**

Questions may be addressed to:
Nate Hoogeveen
Water Trails Coordinator
515-281-3134
watertrails@dnr.state.ia.us

OR

Mark Edwards
Non-Motorized Trails Director
515-281-8959
mark.edwards@dnr.state.ia.us

Local governments (cities, counties, school districts) and service organizations with 501(c) 3 status are eligible. Service organizations lacking 501(c) 3 status can attain eligibility by involving their local government or other non-profit groups in the holding of funds. In such a case, the grant application should be made by the group or unit of government that will hold the funds, and reference the non-tax exempt group leading the effort.

For specific information concerning purchasing of tools, materials, or services,

please contact the Iowa DNR Water Trails Coordinator. The Iowa DNR does not make or imply any guarantees from the information found in this application or persons contacted.

Application checklist:

- _ A. APPLICATION FORM with full contact information.
- _ B. If you are a 501(c)3 non-profit organization, attach Internal Revenue Service approval letter. If applicant is a unit of government or non-profit organization applying as responsible agent for other groups, list local groups involved.
- _ C. NARRATIVE assessing existing conditions, clearly outlining the concept of the proposed project, and providing project justification. If possible, demonstrate how the water trail is part of an area-wide, local, regional, or statewide plan. Describe overall benefit to the state's water trails system, qualifications of applicant, soundness of plan, and likelihood of success.
- _ D. A MAP identifying the location of the project.
- _ E. A CROSS-SECTION of the proposed trail project (only required if your water trail will require engineering and construction).
- _ F. A SKETCH-PLAN of the trail project.
- _ G. An ITEMIZED BREAKDOWN of the total project costs and, if applicable, the portion this grant is expected to fund.
- _ H. A TIME SCHEDULE for the total project development, and when funds from this grant program are expected to be spent.
- _ I. LETTERS OF ENDORSEMENT from managers of all public lands where construction will take place and/or signs will be installed.
- _ J. Responses to APPLICATION RANKING CRITERIA listed below.

IOWA WATER TRAILS PROGRAM GRANT APPLICATION

Postmark Deadline: Last business day of January

PROJECT NAME

APPLICANT NAME

CONTACT PERSON

ADDRESS (street address required)

CITY

STATE

ZIP CODE

PHONE (day)

PHONE (evening)

E-MAIL

TOTAL IOWA DNR WATER TRAILS & SAFETY

GRANT AMOUNT REQUESTED \$

FUNDS SECURED FROM OTHER SOURCES \$

FUNDS NEEDED FROM OTHER SOURCES \$

TOTAL COST OF PROJECT \$

TOTAL NUMBER OF TRAIL MILES TO BE CONSTRUCTED OR AFFECTED

APPLICATION RANKING CRITERIA

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Beyond the points system below, scoring committee members will take into account overall benefit to the state's water trails system, qualifications of applicant, soundness of plan, and perceived likelihood of success described in the narrative. Applicants will receive notification of acceptance or deferral by mail in March, 2005. Please be concise; limit responses to a maximum of 250 words per question.

1. Will this trail use the statewide water trail signage system? (Yes or no. If not, please explain.) (10 points)
2. How will this project enhance water safety on the trail's waterway? (10 points)
3. Describe your water resource and how your water trail will be attractive to people seeking recreation experiences on it. (15 points)
4. How does your water trail project correspond with conservation efforts, including but not limited to watershed improvement, conservation improvements, trash clean-ups, greenbelt enhancement, scenic view protection, and water quality monitoring? (15 points)
5. Detail why funds from this program are needed, and how funds from this grant program might be used to leverage local, federal, and any other funds. Projects with local funds secured receive priority. (15 points)
6. How will environmental impacts be taken into account in design and construction of accesses? How will size of the waterway be considered relative to size of the access? (10 points)
7. How has local support been sought and demonstrated (i.e., public meetings, media coverage, group membership size, completion of past projects, etc.)? Will you involve volunteers in this project? How do you expect this water trail project will benefit your community, economically, environmentally, and otherwise? (10 points)
8. Describe a maintenance plan and list authority(ies) to be responsible for water trail maintenance and operation. Projects with a planned approach to maintenance over the coming decades will receive higher priority. (10 points)
9. Does your project area have other types of existing trails (i.e., biking or hiking)? Describe planned connections (linkages) between different types of trail systems. (5 points)

, IA

Re: Iowa Water Trails grant

Dear :

Congratulations! Enclosed, please find two copies of a grant agreement for your Iowa Water Trails Grant awarded by the Department of Natural Resources (DNR). Please carefully review the grant agreement. Your organization must sign both copies of the agreement, return them to my attention and a fully executed copy will be returned to you.

Funding for the attached Grant will be available after the first of the Fiscal Year that begins July 1, 2006. You may receive a 90% advance of the grant amount by sending a letter requesting the advance with your signed agreements.

If you have any questions, please contact me at 515-281-3013.

Sincerely,

Kathleen Moench
Budget and Finance Bureau

Enclosures

**Department of Natural Resources
Resource Enhancement and Protection Fund**

GRANT AGREEMENT-WATER TRAILS

GRANTEE:

PROJECT TITLE:

CONTACT PERSON/PHONE #:

GRANT AWARD:

DNR CONTACT/PHONE #: Kathleen Moench 515-281-3013

1. **PURPOSE.** The purpose of this Iowa Water Trails Grant Agreement is to enable the Iowa Department of Natural Resources (DNR) to assist help enhance Iowa's waterways for conservation and recreation.

2. **PARTIES/AUTHORITY.** The parties to this Grant Agreement are the Iowa DNR, an agency of the State of Iowa, and . The parties make this Grant Agreement under the authority of the DNR's Bureau of Conservation and Recreation's state Marine Fuel Tax fund.

3. **GENERAL DESCRIPTION OF PROJECT .** This Grant Agreement is for the project described as:

4. **GRANT AWARD AND REIMBURSEMENTS.** The DNR will provide the costs as described and agreed to in the grant application up to a maximum grant amount of \$.

a) Up to 90% of the award may be advanced by submitting a letter requesting the 90% advance along with the signed agreements to the address below. Sign and return agreements by **DATE:**

Budget & Finance Bureau, Kathleen Moench
Iowa Department of Natural Resources
E. 9th & Grand
Des Moines, Iowa 50319

b) A two-part midterm report is required on the date indicated on the Midterm and Final Report Form (Attachment A). Submit this report electronically to watertrails@dnr.state.ia.us. Within 15 business days, the report will be reviewed and instructions for the 10% payment will be forthcoming.

c) A two-part final report is required on the date indicated on the Midterm and Final Report Form (Attachment A). Submit this report electronically to watertrails@dnr.state.ia.us. Within 20 business days the report will be reviewed and instructions for submitting the final 10% payment request (Attachment B) will be forthcoming.

5. **RESPONSIBILITIES.** The grantee is solely responsible for the project completion as outlined in the project proposal. The grantee will make a concerted effort to procure goods and services from Targeted Small Businesses (TSBs) listed at www.iowai.org/iowa/dia/tsb/ during the performance of this Grant Agreement. The DNR may provide assistance at the request of the grantee, or at the Director's recommendation. The grantee agrees to meet the requirements for construction permits from federal, state and local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits.

AMENDMENTS. This Grant Agreement may be amended only by written ADDENDA from the DNR Director or the DNR Water Trails Coordinator. Requests for amendments shall be directed to watertrails@dnr.state.ia.us.

EFFECTIVE DATE/TERMINATION. This Grant Agreement shall become effective when it has been signed and dated by the DNR Director and the grantee. All work specified in the project proposal will be completed by **DATE-THREE-YEARS-FROM-AWARD.**

AVAILABILITY OF FUNDS: If funds anticipated for the continued fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the State of Iowa to appropriate funds, or discontinuance or material alteration of the program under which funds were provided, then the Department shall have the right to terminate the agreement without penalty.

9. By signing this Grant Agreement, the grantee agrees to the terms and conditions set forth in this agreement, failure to meet the terms and conditions of this grant agreement may be cause for repayment of all or part of the grant funds.

_____	_____
Date	Liz Christiansen, Deputy Director Iowa Department of Natural Resources
_____	_____
426004572	Grantee Signature
_____	_____
Fed ID #	Print Name

Attachment B

DEPARTMENT OF NATURAL RESOURCES
FINAL PROJECT BILLING

For Programs: LWCF REAP Habitat Stamp WRAC ATV Snowmobile REAP Ed **Water Trails**

Project billings must be accompanied by all required documentation (invoices, canceled checks, deeds, etc.) covering expenditures included in the billing. If you have questions, please contact the Budget & Finance Bureau at 515-281-3013. Make additional copies as needed.

Grant Recipient: Iowa DNR

Grant #:

Project Title:

Billing #:_____

Use the table below to list your budget items and the expenditures for each item. You should follow the budget items provided with your grant proposal as closely as possible.

[illegible]

Land Acquisition - List each parcel separately by parcel #. Use purchase price or appraised value, whichever is the lesser.

I certify that this billing is correct and just based upon actual payment(s) of record by the grant recipient, and that the work and services are in accord with the approved grant.

Signature: _____

Date: _____

Print Name: _____

Title: _____ Fed ID#: _____